

SUBJECT: Shared Parking Arrangements

EFFECTIVE DATE: December 10, 2007

POLICY NUMBER: PL - 020

SEE ALSO:

POLICY SUMMARY

For the purposes of the Collective and Joint Use Provisions in Section 42-552(e)(7) of the Off-Street Parking Regulations, the term “written assurances” shall mean a letter signed by the property owner or property owner’s authorized representative stating:

1. The property they own (address and legal description).
2. The current use of the property and hours of operation.
3. The number of off-street parking spaces they have available for use in their parking area (to be confirmed by staff).
4. A statement that the adjacent property owner or occupant (include their address and legal description) has their permission to park in their parking area on the days and hours indicated and that these days and times do not conflict with their use of the parking area.